

**CLASS TITLE:****MANAGER WORKERS'  
COMPENSATION PROGRAM  
ADMINISTRATOR****Class Code: 02536500****Pay Grade: 34A****EO: B****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To develop and implement various risk management programs throughout state agencies; to plan and implement various Workers' Compensation (WC) cost containment programs for state agencies; as required, to coordinate assigned claims management and/or fraud prevention activities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is subject to review for satisfactory performance and adherence to pertinent laws, policies and procedures.

**SUPERVISION EXERCISED:** As required, supervises subordinate professional, technical and clerical staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To develop and implement various risk management programs through out state agencies; to plan and implement various Workers' Compensation (WC) cost containment programs for state agencies; as required, to coordinate assigned claim management and/or fraud prevention activities.

To insure compliance with all rules, regulations and appropriate sections of the Workers' Compensation (WC) Act.

To provide on-site assistance in cooperation with various state agencies in the areas of WC and various rehabilitative services.

To review and monitor management information reports.

To coordinate WC claims management with WC claims processing section and legal section within the Office of State Employees Workers' Compensation and the affected state agencies.

To function as agency liaison with other state agencies.

To provide state agencies with WC statistical information regarding cost trends, high risk areas and effectiveness of accident prevention programs.

To actively take part in a structured agency case management return-to-work program.

To participate in discussions with agency labor/management personnel when such discussions relate directly to WC issues.

To interface with department management on all work shifts.

To plan and implement staff training programs.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of Rhode Island Workers' Compensation procedures, employee accident related rehabilitation program options and industrial relation personnel practices; a working knowledge of various state department employment conditions, the ability to develop and implement specifically designed state agency cost control programs relating to work related accident or illness produced in a cooperative effort with the various levels of management and union employees; the ability to produce statistical reports which exhibit all aspects of a WC cost containment program; the ability to interpret the various provisions of the Workers' Compensation Act to the public, labor officials and organizations, employees and employer groups; the ability to establish and maintain an effective working relationship with other departmental officials, labor officials and

organizations, employees and employer groups, insurers and self-insurers, and the general public; the ability to develop and present employee educational programs relating to work related accidents or illnesses; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, management, economics or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible professional capacity related to the implementation and coordination of a major Workers' Compensation Insurance function, such as claims management, risk management or fraud prevention.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998

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